

~~SECRET~~

CONFIDENTIAL

Assistant to DCI

12 January 1955

Director of Training

Weekly Summary Report

Document No. 053  
NO CHANGE in Class. ☐  
☐ DECLASSIFIED  
Class. CHANGED TO: TS S (C)  
Auth: DDA Memo, 4 Apr 77  
Auth: DDA REG. 77/1733  
Date: 31/01/78 BY: 008

1. The Office of Training will provide evasion and escape training to three U. S. Air Force officers during the period 7 through 18 February 1955. These officers are to be assigned to the Alaskan Air Command and will receive the evasion and escape training at [REDACTED]. Concurrence for this training has been given by the Chief, FI, and the Chief, PP. Action has been initiated to obtain appropriate security clearances for these officers to receive this instruction.

2. Forty-six students are currently enrolled in Basic Orientation Course #14 which started on 3 January. Five of this number are from external agencies: two from the National Security Agency, two from United States Information Agency, and one from the Department of State.

4. Final planning for the Audio-Surveillance Course has been virtually completed with a scheduled starting date of 7 March 1955.

6. The Assistant Director for Scientific Intelligence has agreed to an Office of Training proposal to enroll OSI senior personnel in the Basic Management courses during the quarter

~~SECRET~~

CONFIDENTIAL

**SECRET**

**CONFIDENTIAL**

January through March 1955. This program will be followed by an intra-CIA management training program planned for presentation during the summer of 1955.

7. The Office of Training has agreed to provide support to the Executive Director, CIA Selection Board, in supplying information required by Agency selection panels in recommending approval of candidates for the CIA Career Staff. Such support, however, is limited by the priority of operational requirements for psychological services.

8. The Office of Training has distributed to all Agency components down to branch chief level and to the Foreign Service Institute of the Department of State a chart entitled, "Time Requirements for Foreign Language Achievement." This chart has been designed to assist responsible supervisors in making more accurate statements of requirements for language training. A copy of this chart is attached hereto for your inspection.

9. Representatives of the Office of Training and the Office of Personnel met in connection with the transfer of forty Career Development slots from OTR to the Office of Personnel. The Office of Training will be required to continue administrative support of this program until the Office of Personnel develops procedures and gains experience in the proper administration of these slots. It is contemplated that the Office of Personnel will be able to accept complete responsibility for the administration of this program in the latter part of January.

10. The Office of Training and the Military Personnel Division (MPD), Office of Personnel, are developing preliminary plans for the utilization of [REDACTED] as a base for the active-duty training of CIA military reserve officers. The Chief, MPD, has reported to the Director of Training that the Department of Defense has interposed no objection to Agency-training of its reservists in preparation for their M-Day duty assignments with the Agency. Agency reservists who receive such active-duty training will receive full military pay and allowances.

25X1A6b

**SECRET**

**CONFIDENTIAL**

~~SECRET~~

CONFIDENTIAL

11. The Office of Training has initiated a survey of materials pertinent to the development of the Agency quarterly newsletter. [REDACTED] and Foreign Service newsletters have been obtained and are being examined for possible use as guidance or models for the new publication. The newsletters of the Office of Communications and DD/I have been obtained and are being studied for the same purpose.

25X6

SIGNED

MATTHEW BAIRD

MB:ep (1/12/55)

**Enclosure**

cc: DD/P  
DD/I  
AD (Commo)

**Distribution:**

Orig. and 1 - Addressee  
1 - DD/P  
1 - DD/I  
1 - AD (Commo)  
1 - DTR (yellow) ✓  
3 - C/PRS/TR

CONFIDENTIAL

~~SECRET~~